

Louisiana Historical Records Advisory Board

Dear Colleague,

Please consider this correspondence as your invitation to participate in the public hearings on the enclosed Louisiana Historical Records Advisory Board's strategic plan. The LHRAB is conducting four public hearings throughout the state for input on the implementation of its strategic plan and on how the plan affects your agency/collections. This is an opportunity for your comments on the plan as well as other pertinent issues you feel should be addressed concerning historical records. Also included in the packet are the recommendations made in the Louisiana Historical Records Assessment Project of 1987 for your review, consideration, and comment.

The public hearings will be held at 10 a.m. on the following dates and locations:

**Thursday, Oct. 11, 2007 - Louisiana State Archives, Baton Rouge
Wednesday, Nov. 7, 2007 - Louisiana Tech Library, Ruston
Wednesday, Jan. 9, 2008 - ULL Dupré Library Lounge, Lafayette
Thursday, Feb. 21, 2008 - UNO Library, New Orleans**

Participants are asked to present, in typewritten form, comments concerning the overall plan or specific section(s) of the plan and must include:

- **the name of the person presenting the comments**
- **the agency represented (if applicable)**
- **e-mail and mailing address**
- **phone numbers**

Pre-registration is requested by e-mailing clefebvre@sos.louisiana.gov. Individuals who are not able to attend the hearings may comment either by e-mail to the e-mail address above or by mail to the following address:

**LHRAB Public Hearing Comments
Attention: Carolyn Lefebvre
Louisiana State Archives
P. O. Box 94125
Baton Rouge, LA 70804-9125**

Following the hearings, the LHRAB will review comments received and determine how the comments can be incorporated to improve the plan and to make its objectives more attainable. A revised plan will be mailed to registered participants in the early summer of 2008.

Please plan to attend one or more of these hearings and provide input as you deem appropriate to make the plan our plan. Also, please share this invitation with individuals/groups you feel would be interested in participating.

**Florent Hardy, Jr., PhD
LHRAB Coordinator**

LOUISIANA HISTORICAL RECORDS ADVISORY BOARD

THE LOUISIANA HISTORICAL RECORDS ADVISORY BOARD



The Louisiana Historical Records Advisory Board Meeting
at the Louisiana State Archives

The Louisiana Historical Records Advisory Board was created by executive order in 1998 to coordinate and facilitate the efforts of historical records repositories and other informational agencies within the state of Louisiana in the collection, preservation, and publication of the important historical documents of the state. The Board consists of twelve members who are appointed by the Governor. The State Archivist chairs the Board and serves as the State Historical Records Coordinator.

Mission Statement

The Mission of the Louisiana Historical Records Advisory Board (LHRAB) is to assist in, support, coordinate and advocate the identification, collection, preservation, management, use and accessibility of records that document all of Louisiana's people, communities, organizations, businesses, and governments. It is the Vision of the LHRAB that the historical records of all Louisiana's people will be identified, collected, preserved, maintained, made available to and used by Louisianians to increase their knowledge of the history and cultures of this diverse state and to ensure their rights.

([www.sos.louisiana.gov/archives/historical records advisory board](http://www.sos.louisiana.gov/archives/historical%20records%20advisory%20board))

LOUISIANA HISTORICAL RECORDS ADVISORY BOARD

STRATEGIC PLAN

MISSION STATEMENT

The Mission of the Louisiana Historical Records Advisory Board (LHRAB) is to assist in, support, coordinate and advocate for the identification, collection, preservation, management, use and accessibility of records that document all of Louisiana's people, communities, organizations, businesses, and governments. It is the Vision of the LHRAB that the historical records of all Louisiana's people will be identified, collected, preserved, maintained, made available to and used by Louisianians to increase their knowledge of the history and cultures of this diverse state and to ensure their rights.

Stakeholders are defined as the citizens of Louisiana as represented by the various agencies as listed in the current LAMA [Louisiana Archives and Manuscripts Association] Directory: A Guide to Institutions in Louisiana Holding Genealogical and Historical Records Collections (found at <http://louisianaarchivists.org>).

Each priority is important and should be approached concurrently. The same proposed activity may be useful in addressing several priorities.

Priority A: Ensure the preservation, accessibility and security of Louisiana's historical records

Goal 1. Improve the identification, storage and preservation of historically valuable state and local government records.

Objective 1. Support the State Archives in developing programs aimed at educating governmental officials and their associations in complying with laws governing the disposition of records created during their terms of office.

Objective 2. Support the State Archives in developing an educational program designed to provide guidelines for managing records created and maintained by modern information technologies.

Objective 3. Support the State Archives in its efforts to secure appropriate levels of funding to fulfill its legislative mandate.

Proposed activities:

- Encourage the State Archives to involve local government officials, historians, and other interested users to identify historically important records and make them accessible to the public.

- Support the State Archives in raising awareness and support of local government officials for the archival component of the records management program.
- Sponsor local and regional workshops to educate individuals and organizations on the importance of archives and records management.
- Work towards adequate resources for the State Archives to carry out proposed activities.

Goal 2: Through discussion with stakeholders, create a comprehensive plan for ensuring preservation of Louisiana's historical records.

Objective 1. Utilize the 1986 "Louisiana Historical Records Assessment Project Final Report" recommendations to close the gaps in historical records coverage.

Objective 2. Involve stakeholders.

Objective 3. Preserve the intellectual content of historical records through physical preservation and/or reformatting.

Proposed activities:

- Develop a committee structure to review the 1986 "Assessment Final Report" to identify areas where gaps in historical records coverage exist.
- Hold planning workshops for initiating strategies with stakeholders.
- Encourage an online state registry of holdings of public and private records maintained by repositories.

Objective 4. Encourage innovative partnerships among corporations, institutions, and community organizations for the management of historical records.

Priority B: Educate the public on the importance and significance of historical records

Goal 1: Increase public awareness, support, and understanding of archives and records management.

Objective 1: Improve understanding of the significance of historical records among those who create and use them.

Objective 2: Increase awareness of archival and records management programs.

Proposed activities:

- Encourage observance of Archives Week events throughout the state and attempt to coordinate the efforts.
- Distribute the LHRAB Strategic Plan to citizens, state and local governments, historical records repositories and records managers and hold open public hearings to gather their input on the Strategic Plan.
- Hold educational workshops on the importance and preservation of historical records for the public.
- Create local archives advocacy groups.
- Establish a hotline for archival advice.
- Develop a speakers' bureau and other outreach programs.

Priority C: Create success through cooperative strategies

Goal 1: Create a statewide cooperative records community with the LHRAB providing leadership to citizens, state and local governments, historical records repositories and records managers to secure the preservation and accessibility of Louisiana's records.

Objective 1. Work in cooperation with the state's records community to explore the potential for cooperation and collaboration.

Objective 2. Encourage participation in the LHRAB's goals by university, college and local archives; historical societies; museums; genealogical societies; state and local governments; and other stakeholders.

Objective 3. Facilitate planned information sharing among members of the records community to convey current "best practices."

Objective 4. Complete open public meetings on the Strategic Plan by January 15, 2007.

Objective 5. Revise Strategic Plan based on input from stakeholders at public meetings.

Proposed activities:

- Obtain National Historical Publications and Records Commission (NHPRC), National Archives planning grant to hold regional meetings throughout the state where stakeholders can address issues of common concern and help devise a comprehensive plan for ensuring preservation of and access to Louisiana's historical records.

- Obtain funding from NHPRC, National Archives for “regrants” and seek matching funds from the Louisiana Legislature.
- Hold workshops to secure submission of projects most appropriate to the building of quality records programs.
- Participate in stakeholders organizations through annual meetings and conference to encourage their participation in the planning and implementation of projects.
- Develop a LHRAB website with links to the NHPRC, National Archives and to sites of records, historical and genealogical organizations; to records repositories; and to other related sites to raise the profile and highlight the mission of LHRAB.

Goal 2. LHRAB and the Louisiana State Archives will promote historical records and preservation educational opportunities for personnel of state and local governments, historical records repositories and for records managers to secure the preservation and accessibility of Louisiana’s records.

Objective 1. Improve the knowledge of stakeholders, professional staff and volunteer staff through promotion of these educational opportunities.

Objective 2. Encourage employers, administrators and oversight boards of archivists, curators and others who manage historical records in Louisiana to continue to provide access to education opportunities that will assure appropriate expertise.

Proposed activities:

- Use the LHRAB website to serve as a clearinghouse for educational opportunities.
- Facilitate workshops, symposium and training.
- Write articles for organizational publications.

Approved by Board October 2, 2003; revision approved by Board July 13, 2005.

**Louisiana Historical Records Assessment Project
Final Report 1986**

Program Development

Recommendation #1

The state archives must reformulate its records management program to address the increase in volume and type of records generated since its inception. This program must bring the records of the state's legislative and judicial branches under intellectual control.

Page 9

Recommendation #2

A broad based, concentrated effort to identify and reschedule the records of all state agencies is needed.

Recommendation #3

The records center must receive an infusion of personnel and money if it is to effectively carry out its mandate.

Page 10

Machine-Readable Records

Recommendation #4

The state archives should pursue the possibility of a grant in order to implement the recommendations of the consultant's report on machine-readable records generated by state government.

Records Retention Scheduling

Recommendation #5

The staff of the records center must establish an out-reach program that will formalize a system for on-going education of agency records managers. To provide the proper level of services the records center staff must receive some form of formal training in records appraisal.

Page 11

Archives Section

Recommendation #6

The staff of the archives must avail itself of programs offered by the Society of American Archivists and other professional organizations to embark on a program of both "in-house" training and formal training from symposia and seminars.

Page 14

Records Retention Services

Recommendation #1

Records retention schedules need to allow for more accurate descriptions of records series and increased archival input.

Page 25

Recommendation #2

The department of civil service should create a position for agency records manager which is sufficiently remunerative to attract and keep trained personnel. Once created, agencies should, by law, be required to fill these positions with qualified persons.

Recommendation #3

The state archives should accelerate and intensify its program of agency workshops in order to solidify its relations with agency records managers.

Page 27

Recommendation #4

In the absence of insurmountable administrative obstacles, the microfilm unit of the state archives should supersede all other preexisting state microfilm programs. The operating capital now used to fund other programs should be dedicated to defraying the increased cost of this function.

Page 28

Recommendation #5

The state archives should establish a program to disseminate information on the microfilm of archival records. This program should include an informational series providing technical information about microfilm standards and applications as well as a portable microfilm unit to serve the needs of state and local agencies.

Page 29

Assessment and Recommendations

Recommendation# 1

Additional resources should be given to the state archives in order to establish an outreach program to improve advisory services to local governments.

Page 34

Recommendation #2

The state archives should assume a greater position of leadership in the management of local records programs by disseminating records management information to local officials.

Page 35

Recommendation #3

The Governor should appoint an advisory council on local records in order to bring local officials and the state archives into closer contact.

Recommendation #4

The state archives must ensure that those parishes microfilming their records meet archival standards for microfilm.

Page 36

Recommendation #5

The state archives must establish an archivally acceptable interparish microfilm program for the records of local governments.

Recommendation #6

The state archives should pursue the feasibility of securing a grant from NHPRC in order to uncover and microfilm those parish records which are of indisputable historical significance.

Recommendation # 7

All records with demonstrable historical value and without verifiable administrative significance should be transferred and /or copied by the state archives and stored in the new state archives facility.

Page 37

Recommendation #8

The state archives must promulgate guidelines for the local storage of historically significant records.

Recommendation #9

The state archives should undertake a long range study of the feasibility of establishing regional records centers for the storage of inactive parish records.

Page 38

Recommendation #10

The establishment of any local records program by the state archives must include some element of basic document conservation and by statutory authority, include an option to recover records of clear historical value which are imminent danger of destruction.

Page 39

Historical Records Repositories

Recommendation #1

Historical records repositories throughout the state should on a cooperative basis, embark on a public relations campaign to demonstrate the cultural significance of their programs.

Recommendation #2

Reporting of historical records accessions must be improved.

Page 44

Recommendation# 3

A statewide guide to holdings in Louisiana repositories should be published.

Recommendation #4

Those larger repositories who are in a position to do so should cooperate to form a formal network to provide technical assistance to those repositories with undeveloped programs and inadequately trained staffs.

Page 45

Recommendation# 5

Written collecting policies for each repository should be developed and disseminated.

Page 46

Statewide Functions and Services

Recommendation #1

Historical records programs must communicate and cooperate in order to end the isolation in which they now operate.

Page 49

Recommendation # 2

The Louisiana Historical Records Advisory Commission should devise a method for the on-going evaluation of the condition of the various records programs throughout the state.

Recommendation # 3

The Louisiana State Archives should develop models for establishment of the disaster plans at all historical records repositories.

Recommendation #4

Louisiana's historical records programs should systematize their efforts to communicate their needs to the Louisiana Legislature and other politically influential bodies.

Recommendation #5

Document conservation in Louisiana is woefully underdeveloped and should be encouraged by the establishment of a clearinghouse for conservation information.

Page 50

Recommendation # 6

Educational and training opportunities for archivists, manuscripts curators, and records managers in Louisiana should be formalized and upgraded.

Page 51